

BAY COUNTY BOARD OF COMMISSIONERS

515 CENTER AVENUE, SUITE 405, BAY CITY, MICHIGAN 48708-5125

(989) 895-4120 FAX (989) 895-4226 TDD (989) 895-4049

e-mail address: boardofcomm@baycounty.net

www.baycounty-mi.gov

MEMORANDUM

BRIAN K. ELDER
CHAIRMAN
7TH DISTRICT

To: Elected Officials/Department-Division Heads/Agencies

From: Deanne Berger, Board Coordinator

EUGENE F. GWIZDALA
VICE CHAIRMAN
8TH DISTRICT

Date: January 10, 2006

RICHARD L. BYRNE
1ST DISTRICT

Subject: 2006 Commission/Committee Information

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PATRICK H. BESON
2ND DISTRICT

Attached please find the following:

VAUGHN J. BEGICK
3RD DISTRICT

1. 2005/2006 Board of Commissioners listing, including home addresses, phone numbers and e-mail addresses

DAWN A. KLIDA
4TH DISTRICT

2. Board of Commissioners' 2006 Committee assignments

ERNIE KRYGIER
5TH DISTRICT

3. Schedule of 2006 Board of Commissioners' meetings

KIM COONAN
6TH DISTRICT

4. Schedule of 2006 Ways and Means, Personnel/Judicial Committee, and Human Services meetings

WILLIAM G. TACEY
9TH DISTRICT

5. Process for submittal of Committee/Board agenda items, including sample letter format

ROBERT J. REDMOND
FINANCIAL ANALYST
(989) 895-4125
redmond@baycounty.net

Administrative review of agenda items from departments under the County Executive is required in advance of inclusion on the Board or a Committee's agenda. All matters must go through the proper Committee(s) prior to Board consideration. Items not properly routed will be referred back to the Committee responsible for that item. As there have been changes in the Committees, please note the Area of Responsibility on the Committee Assignment schedule when directing your requests to Committee(s).

DEANNE C. BERGER
BOARD COORDINATOR
(989) 895-4121
bergerd@baycounty.net

Deadlines for the Board and Committee agenda are reflected on the Board's monthly calendar which is e-mailed to all elected officials, department and division heads and various agencies. **Agenda deadlines will be strictly adhered to and any items received after the deadline, unless determined to be an extreme emergency, will be referred to the next month's committee and/or Board agenda.**

In addition to the Board's monthly calendar, meeting notices and agenda for the Board and the Board's committees are e-mailed to elected officials, department and division heads and various agencies. These can be printed in total or in part by the recipients. A limited number of table copies of agenda will be available for review prior to the meetings.

Attachments

cc: Townships via FAX
News Media via FAX
Cities via FAX

January 5, 2006

2005-2006
BAY COUNTY BOARD OF COMMISSIONERS

<u>DIST.NO.</u>	<u>COMMISSIONER</u>	<u>ADDRESS</u>	<u>TELEPHONE/E-MAIL</u>
1	RICHARD L. BYRNE	710 E. WHITEFEATHER RD., PINCONNING, MI 48650	879-3161 (HOME) 1-989-615-8585 (CELL) redhorse2121@yahoo.com
2	PATRICK H. BESON	1946 E. RIVER ROAD, KAWKAWLIN, MI 48631	686-2358 (WORK) 686-4230 (HOME) 450-5650 (CELL) 686-4305 (FAX)
3	VAUGHN BEGICK	5353 LORRAINE COURT, BAY CITY, MI 48706	686-0578 (HOME)
4	DAWN A. KLIDA	3092 WILDER ROAD, BAY CITY, MI 48706	684-5465 (HOME) 684-3313 (WORK) klidad@baycounty.net
5	ERNIE KRYGIER	785 APLIN BEACH, BAY CITY, MI 48706	684-2830 (HOME) 793-3711 (WORK)
6	KIM COONAN	706 SIDNEY, BAY CITY, MI 48706	684-7675 (HOME) 529-2900 (CELL) coonank@baycounty.net
7	BRIAN K. ELDER	915 FIFTH STREET, BAY CITY, MI 48708	892-0591 (WORK) 895-6151 (HOME) elderb@baycounty.net
8	EUGENE F. GWIZDALA	1305 S. MONROE, BAY CITY, MI 48708	892-2836 (HOME) gwizdalag@baycounty.net
9	WILLIAM TACEY	447 E. CENTER ROAD, ESSEXVILLE, MI 48732	892-3252 (HOME)

2006 BOARD AND COMMITTEE ASSIGNMENTS

<u>DIST. NO.</u>	<u>COMMISSIONER</u>	<u>ASSIGNMENTS</u>
1	RICHARD L. BYRNE	Chair, Personnel/Judicial Committee; Human Services Committee; Ways and Means Committee; J.T.P.A.
2	PATRICK H. BESON	Sergeant-at-Arms; Chair, Human Services Committee; Personnel/Judicial Committee; Ways and Means Committee; MBS Airport; Sanitary Code Appeals Board; Region VII Area Agency on Aging
3	VAUGHN BEGICK	Ways and Means Committee; B.C.A.T.S.; 9-1-1 Board; Mid-Michigan Community Action Agency Board of Directors
4	DAWN A. KLIDA	Human Services Committee; Ways and Means Committee; Food Service Advisory Board; Bay3TV
5	ERNIE KRYGIER	Personnel/Judicial Committee; Ways and Means Committee; Community Corrections Advisory Board
6	KIM COONAN	Chair, Ways and Means Committee; Human Services Committee; Personnel/Judicial Committee; L.E.P.C
7	BRIAN K. ELDER	Board Chair; Ex Officio Member of Ways and Means, Human Services and Personnel/Judicial Committees; M.B.S. Airport; Bay Future, Inc.
8	EUGENE F. GWIZDALA	Board Vice Chair; Human Services Committee; Ways and Means Committee; M.B.S. Airport; Drain Board; Retirement Board; J.T.P.A.
9	WILLIAM TACEY	Human Services Committee; Ways and Means Committee; Sanitary Code Appeals Board

Brian K. Elder, Chairman
Eugene F. Gwizdala, Vice Chairman
Patrick H. Beson, Sergeant at Arms

BAY COUNTY BOARD OF COMMISSIONERS
2006 COMMITTEE ASSIGNMENTS

COMMITTEE	AREAS OF RESPONSIBILITY	COMMITTEE MEMBERS
<u>WAYS AND MEANS</u> <i>MEETS 1ST TUESDAY OF MONTH @ 4 P.M.</i> <u>AGENDA DEADLINE: WEDNESDAY PRIOR TO MEETING @ 5 P.M.</u>	ALL DIVISIONS OF THE FINANCE DEPARTMENT RISK MANAGEMENT ECONOMIC DEVELOPMENT EQUALIZATION INFORMATION SYSTEMS BUILDINGS AND GROUNDS ENVIRONMENTAL AFFAIRS GRANTS/GRANT AMENDMENTS FEES APPROPRIATIONS STORMWATER AUTHORITY	KIM COONAN, CHAIR DAWN A. KLIDA, VICE CHAIR RICHARD L. BYRNE PATRICK H. BESON VAUGHN J. BEGICK ERNIE KRYGIER EUGENE F. GWIZDALA WILLIAM TACEY BRIAN K. ELDER, EX OFFICIO
<u>PERSONNEL/JUDICIAL</u> <i>MEETS 3RD TUESDAY OF MONTH @ 4 P.M.</i> <u>AGENDA DEADLINE: THURSDAY PRIOR TO MEETING @ 12:00 P.M.</u>	BOARD RULES COURTS LAW ENFORCEMENT ELECTED OFFICIALS PERSONNEL/EMPLOYEE RELATIONS ALL VACANCIES : FULL TIME PART TIME TEMPORARY CONTRACTUAL SEASONAL OFFICE OF CRIMINAL DEFENSE JUVENILE HOME	RICHARD L. BYRNE, CHAIR KIM COONAN, VICE CHAIR DAWN A. KLIDA ERNIE KRYGIER BRIAN K. ELDER, EX OFFICIO
<u>HUMAN SERVICES</u> <i>MEETS 3RD TUESDAY OF MONTH @ 4:30 P.M. OR IMMEDIATELY FOLLOWING PERSONNEL/JUDICIAL</i> <u>AGENDA DEADLINE: WEDNESDAY PRIOR TO MEETING @ 5:00 P.M.</u>	HEALTH DEPARTMENT ANIMAL CONTROL M.S.U. EXTENSION HOUSING DEPARTMENT MID-MICHIGAN ALLIANCE EMERGENCY SERVICES VETERANS' SERVICES AMERICANS WITH DISABILITIES (ADA) RECREATION: CIVIC ARENA COMMUNITY CENTER FAIRGROUNDS PINCONNING PARK INDEPENDENCE PARK BOAT LAUNCH GOLF COURSE MILLAGES/PROGRAMS: DIVISION ON AGING GYPSY MOTH SUPPRESSION PROGRAM 9-1-1 CENTRAL DISPATCH MOSQUITO CONTROL MEDICAL CARE FACILITY LIBRARY	PATRICK H. BESON, CHAIR RICHARD L. BYRNE, VICE CHAIR KIM COONAN EUGENE F. GWIZDALA DAWN A. KLIDA WILLIAM G. TACEY BRIAN K. ELDER, EX OFFICIO
BOARD PARLIAMENTARIAN		ROBERT J. REDMOND

BAY COUNTY BOARD OF COMMISSIONERS
OTHER 2006 COMMITTEE ASSIGNMENTS

COMMITTEE	AREAS OF RESPONSIBILITY	COMMITTEE MEMBERS
<u>AIRPORT</u>	MBS INTERNATIONAL AIRPORT	EUGENE F. GWIZDALA PATRICK H. BESON BRIAN K. ELDER
<u>BAY 3 TV</u>		DAWN A. KLIDA
<u>B.C.A.T.S.</u>	BAY CITY AREA TRANSPORTATION STUDY COMMITTEE	VAUGHN BEGICK
<u>BAY COUNTY LOCAL EMERGENCY PLANNING COMMITTEE</u>		KIM COONAN
<u>BAY FUTURE, INC.</u>		BRIAN K. ELDER
<u>COMMUNITY CORRECTIONS ADVISORY BOARD</u>		ERNIE KRYGIER
<u>DRAIN BOARD</u>	HAMPTON AND BANGOR DRAINS	BRIAN K. ELDER KIM COONAN EUGENE F. GWIZDALA (will serve in the absence of the Board Chair)
<u>FOOD SERVICE ADVISORY BOARD</u>		DAWN A. KLIDA ERNIE KRYGIER (ALTERNATE)
<u>J.T.P.A.</u>		EUGENE F. GWIZDALA ERNIE KRYGIER RICHARD L. BYRNE
<u>MID-MICHIGAN COMMUNITY ACTION AGENCY</u>		VAUGHN BEGICK
<u>REGION VII AREA AGENCY ON AGING BOARD OF DIRECTORS</u>		PATRICK H. BESON
<u>RETIREMENT BOARD</u>		EUGENE F. GWIZDALA* KIM COONAN
<u>SANITARY CODE APPEALS BOARD</u>		PATRICK H. BESON WILLIAM TACEY
<u>STORMWATER AUTHORITY</u>		ERNIE KRYGIER
<u>9-1-1 BOARD</u>		VAUGHN BEGICK

* Chairman's Designee

January 10, 2006

BAY COUNTY BOARD OF COMMISSIONERS
515 CENTER AVENUE, SUITE 405
BAY CITY, MI 48708-5125
(989) 895-4121

**SCHEDULE OF 2006 MEETINGS OF
THE BAY COUNTY BOARD OF COMMISSIONERS**

TUESDAY, JANUARY 3, 2006 - 5:00 P.M. (ORGANIZATIONAL)

TUESDAY, JANUARY 10, 2006

TUESDAY, FEBRUARY 7, 2006 - 4:00 P.M. (MAC Conference conflict - combined Board and Ways and Means Meeting)

TUESDAY, MARCH 14, 2006

TUESDAY, APRIL 11, 2006

TUESDAY, APRIL 18, 2006**

TUESDAY, MAY 9, 2006

TUESDAY, JUNE 13, 2006

TUESDAY, JULY 11, 2006 (Holiday conflict - combined Board and Ways and Means Meeting)

TUESDAY, AUGUST 1, 2006 - 4:00 P.M. (Election Day conflict - combined Board and Ways and Means Meeting)

TUESDAY, SEPTEMBER 12, 2006

TUESDAY, OCTOBER 10, 2006

TUESDAY, OCTOBER 17, 2006**

TUESDAY, NOVEMBER 14, 2006 (Election Day conflict - combined Board and Ways and Means Meeting)

TUESDAY, DECEMBER 12, 2006

ALL MEETINGS OF THE BOARD OF COMMISSIONERS ARE HELD AT 9:00 A.M. (UNLESS NOTED OTHERWISE ABOVE AND EXCEPT FOR STATUTORY MEETINGS) IN THE COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING, UNLESS OTHERWISE NOTED IN MEETING NOTIFICATIONS

IN THE EVENT ADDITIONAL MONTHLY MEETINGS ARE REQUIRED, THE MEETINGS WILL BE NOTICED AND POSTED IN ACCORDANCE WITH THE OPEN MEETINGS ACT.

**STATUTORY MEETINGS OF THE BOARD OF COMMISSIONERS ARE HELD AT 4:00 P.M. IN THE COMMISSION CHAMBERS, BAY COUNTY BUILDING, UNLESS OTHERWISE NOTED IN MEETING NOTIFICATIONS.

NOTE: RESCHEDULED BOARD MEETINGS WILL BE NOTICED AND POSTED IN ACCORDANCE WITH THE OPEN MEETINGS ACT.

THE COUNTY OF BAY WILL PROVIDE NECESSARY AND REASONABLE AUXILIARY AIDS AND SERVICES, SUCH AS SIGNERS FOR THE HEARING IMPAIRED AND AUDIO TAPES OF PRINTED MATERIALS BEING CONSIDERED AT THE MEETING TO INDIVIDUALS WITH DISABILITIES AT THE MEETING/HEARING UPON 10 DAYS NOTICE TO THE COUNTY OF BAY. INDIVIDUALS WITH DISABILITIES REQUIRING AUXILIARY AIDS OR SERVICES SHOULD CONTACT THE COUNTY OF BAY BY WRITING OR CALLING:

MICHAEL GRAY, ASSISTANT COUNTY EXECUTIVE FOR ADMINISTRATIVE SERVICES
OFFICE OF THE BAY COUNTY EXECUTIVE
515 CENTER AVENUE, SUITE 403, BAY CITY, MI 48708-5125
(989) 895-4130; (989) 895-4049 (TDD)

BAY COUNTY BOARD OF COMMISSIONERS
515 CENTER AVENUE, SUITE 405
BAY CITY, MI 48708-5125
(989) 895-4121

**SCHEDULE OF 2006 MEETINGS OF THE
BAY COUNTY WAYS AND MEANS COMMITTEE**

TUESDAY, JANUARY 3, 2006

TUESDAY, FEBRUARY 7, 2006 - 4:00 P.M. (MAC Conference conflict - combined Ways and Means and Board Meeting)

TUESDAY, MARCH 7, 2006

TUESDAY, APRIL 4, 2006

TUESDAY, MAY 2, 2006

TUESDAY, JUNE 6, 2006

TUESDAY, JULY 11, 2006 (Holiday conflict - combined Ways and Means and Board Meeting)

TUESDAY, AUGUST 1, 2006

TUESDAY, SEPTEMBER 5, 2006

TUESDAY, OCTOBER 3, 2006

TUESDAY, NOVEMBER 14, 2006 (Election Day conflict - combined Ways and Means and Board Meeting)

TUESDAY, DECEMBER 5, 2006

ALL MEETINGS OF THE WAYS AND MEANS COMMITTEE ARE HELD AT 4:00 P.M. IN THE COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING, UNLESS OTHERWISE NOTED IN MEETING NOTIFICATIONS.

THE ABOVE DATES ARE SUBJECT TO CHANGE DUE TO SCHEDULING CONFLICTS. CHANGES WILL BE NOTED ON THE BOARD'S MONTHLY CALENDAR AND/OR NOTICED AND POSTED IN ACCORDANCE WITH THE OPEN MEETINGS ACT.

WHILE THE ABOVE MEETING DATES ARE THE REGULARLY SCHEDULED MEETING DATES, WAYS AND MEANS COMMITTEE MEETINGS MAY BE SCHEDULED AS NEEDED.

THE COUNTY OF BAY WILL PROVIDE NECESSARY AND REASONABLE AUXILIARY AIDS AND SERVICES, SUCH AS SIGNERS FOR THE HEARING IMPAIRED AND AUDIO TAPES OF PRINTED MATERIALS BEING CONSIDERED AT THE MEETING TO INDIVIDUALS WITH DISABILITIES AT THE MEETING/HEARING UPON 10 DAYS NOTICE TO THE COUNTY OF BAY. INDIVIDUALS WITH DISABILITIES REQUIRING AUXILIARY AIDS OR SERVICES SHOULD CONTACT THE COUNTY OF BAY BY WRITING OR CALLING:

MICHAEL GRAY, ASSISTANT COUNTY EXECUTIVE FOR ADMINISTRATIVE SERVICES
OFFICE OF THE BAY COUNTY EXECUTIVE
515 CENTER AVENUE, SUITE 403, BAY CITY, MI 48708-5125
(989) 895-4130; (989) 895-4049

BAY COUNTY BOARD OF COMMISSIONERS
515 CENTER AVENUE, SUITE 405
BAY CITY, MI 48708-5125
(989) 895-4121

**SCHEDULE OF 2006 MEETINGS OF THE
BAY COUNTY PERSONNEL/JUDICIAL COMMITTEE**

TUESDAY, JANUARY 17, 2006

TUESDAY, FEBRUARY 21, 2006

TUESDAY, MARCH 21, 2006

TUESDAY, APRIL 18, 2006

TUESDAY, MAY 16, 2006

TUESDAY, JUNE 20, 2006

TUESDAY, JULY 18, 2006

TUESDAY, AUGUST 15, 2006

TUESDAY, SEPTEMBER 19, 2006

TUESDAY, OCTOBER 17, 2006

TUESDAY, NOVEMBER 21, 2006

TUESDAY, DECEMBER 19, 2006

ALL MEETINGS OF THE PERSONNEL/JUDICIAL COMMITTEE ARE HELD AT 4:00 P.M. IN THE COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING, UNLESS OTHERWISE NOTED IN MEETING NOTIFICATIONS.

THE ABOVE DATES ARE SUBJECT TO CHANGE DUE TO SCHEDULING CONFLICTS. CHANGES WILL BE NOTED ON THE BOARD'S MONTHLY CALENDAR AND/OR NOTICED AND POSTED IN ACCORDANCE WITH THE OPEN MEETINGS ACT.

WHILE THE ABOVE MEETING DATES ARE THE REGULARLY SCHEDULED MEETING DATES, PERSONNEL/JUDICIAL COMMITTEE MEETINGS MAY BE SCHEDULED AS NEEDED.

THE COUNTY OF BAY WILL PROVIDE NECESSARY AND REASONABLE AUXILIARY AIDS AND SERVICES, SUCH AS SIGNERS FOR THE HEARING IMPAIRED AND AUDIO TAPES OF PRINTED MATERIALS BEING CONSIDERED AT THE MEETING TO INDIVIDUALS WITH DISABILITIES AT THE MEETING/HEARING UPON 10 DAYS NOTICE TO THE COUNTY OF BAY. INDIVIDUALS WITH DISABILITIES REQUIRING AUXILIARY AIDS OR SERVICES SHOULD CONTACT THE COUNTY OF BAY BY WRITING OR CALLING:

MICHAEL GRAY, ASSISTANT COUNTY EXECUTIVE FOR ADMINISTRATIVE SERVICES
OFFICE OF THE BAY COUNTY EXECUTIVE
515 CENTER AVENUE, SUITE 403, BAY CITY, MI 48708-5125
(989) 895-4130; (989) 895-4049

BAY COUNTY BOARD OF COMMISSIONERS
515 CENTER AVENUE, SUITE 405
BAY CITY, MI 48708-5125
(989) 895-4121

**SCHEDULE OF 2006 MEETINGS OF THE
BAY COUNTY HUMAN SERVICES COMMITTEE**

TUESDAY, JANUARY 17, 2006

WEDNESDAY, FEBRUARY 21, 2006

TUESDAY, MARCH 21, 2006

TUESDAY, APRIL 18, 2006

TUESDAY, MAY 16, 2006

TUESDAY, JUNE 20, 2006

TUESDAY, JULY 18, 2006

TUESDAY, AUGUST 15, 2006

TUESDAY, SEPTEMBER 19, 2006

TUESDAY, OCTOBER 17, 2006

TUESDAY, NOVEMBER 21, 2006

TUESDAY, DECEMBER 19, 2006

ALL MEETINGS OF THE HUMAN SERVICES COMMITTEE ARE HELD AT 4:30 P.M. OR IMMEDIATELY FOLLOWING THE PERSONNEL/JUDICIAL COMMITTEE MEETING ON THE COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING, UNLESS OTHERWISE NOTED IN MEETING NOTIFICATIONS.

THE ABOVE DATES ARE SUBJECT TO CHANGE DUE TO SCHEDULING CONFLICTS. CHANGES WILL BE NOTED ON THE BOARD'S MONTHLY CALENDAR AND/OR NOTICED AND POSTED IN ACCORDANCE WITH THE OPEN MEETINGS ACT.

WHILE THE ABOVE MEETING DATES ARE THE REGULARLY SCHEDULED MEETING DATES, HUMAN SERVICES COMMITTEE MEETINGS MAY BE SCHEDULED AS NEEDED.

THE COUNTY OF BAY WILL PROVIDE NECESSARY AND REASONABLE AUXILIARY AIDS AND SERVICES, SUCH AS SIGNERS FOR THE HEARING IMPAIRED AND AUDIO TAPES OF PRINTED MATERIALS BEING CONSIDERED AT THE MEETING TO INDIVIDUALS WITH DISABILITIES AT THE MEETING/HEARING UPON 10 DAYS NOTICE TO THE COUNTY OF BAY. INDIVIDUALS WITH DISABILITIES REQUIRING AUXILIARY AIDS OR SERVICES SHOULD CONTACT THE COUNTY OF BAY BY WRITING OR CALLING:

MICHAEL GRAY, ASSISTANT COUNTY EXECUTIVE FOR ADMINISTRATIVE SERVICES
OFFICE OF THE BAY COUNTY EXECUTIVE
515 CENTER AVENUE, SUITE 403, BAY CITY, MI 48708-5125
(989) 895-4130; (989) 895-4049

BAY COUNTY BOARD OF COMMISSIONERS

515 CENTER AVENUE, SUITE 405, BAY CITY, MICHIGAN 48708-5125

(989) 895-4120 FAX (989) 895-4226 TDD (989) 895-4049

e-mail address: boardofcomm@baycounty.net

www.baycounty-mi.gov

MEMORANDUM

BRIAN K. ELDER
CHAIRMAN
7TH DISTRICT

To: Elected Officials/Department Heads/Division Heads

EUGENE F. GWIZDALA
VICE CHAIRMAN
8TH DISTRICT

From: Brian K. Elder, Chair
Bay County Board of Commissioners

RICHARD L. BYRNE
1ST DISTRICT

Date: January 10, 2006

PATRICK H. BESON
2ND DISTRICT

Subject: Process for Submittal of Committee/Board Agenda Items

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VAUGHN J. BEGICK
3RD DISTRICT

I would like to begin this memo with a thank you to all elected officials, department heads and division heads for their efforts over the past few years to adhere to the Board's process for submittal of agenda items. This process will continue and will be strictly adhered to. We are again requesting your compliance.

DAWN A. KLIDA
4TH DISTRICT

ERNIE KRYGIER
5TH DISTRICT

Requests for funding, filling vacancies/new positions, and for approval of agreements/contracts/grants/legal documents, which are presented at the various Committee meetings should include the following supporting information/documentation:

KIM COONAN
6TH DISTRICT

WILLIAM G. TACEY
9TH DISTRICT

Funding:

All requests for funding/appropriation shall be submitted to the Finance Officer who will review the department's budget to confirm the need for funding. Requests should include purpose/need for funding and why funding was not included in the current budget, as well as all other pertinent information. The Finance Officer will direct the request(s) to the appropriate Committee and, ultimately, the Ways and Means Committee.

ROBERT J. REDMOND
FINANCIAL ANALYST
(989) 895-4125
redmond@baycounty.net

DEANNE C. BERGER
BOARD COORDINATOR
(989) 895-4121
bergerd@baycounty.net

Budget Adjustments:

Any required budget adjustments are to be submitted to the Finance Department for review. The Finance Department will include on the Ways and Means Committee agenda and will provide a processing schedule.

PLEASE NOTE THE FOLLOWING:

Vacancies/New Positions:

*As you are all aware, Bay County continues to face budget constraints which, with persisting revenue reductions, will only escalate. All efforts to curb spending will be made. As personnel/benefit costs make up the largest percentage of the County's budget, vacancies and/or new positions are going to be monitored very closely. It is likely that some requests to fill a vacancy will not be included on the Personnel/Judicial Committee agenda. This will be a determination made by the Personnel Director. **All requests to fill a vacancy or for a new position must be channeled in writing through the Personnel Director for review and submittal to the Personnel/Judicial Committee.** Any grant requests that include personnel must first be submitted to the Finance Director for review prior to Ways and Means Committee consideration. All personnel related requests (vacancies, new positions, grant positions) should include job title, current pay scale, level of pay scale at which position will be filled, starting date, status (full time, part time, seasonal or temporary), union status, if any. All other important particulars should be included. Requests not submitted through the Personnel Director will not be included on the Personnel/Judicial Committee agenda.*

Agreements/Contracts/Grants/Legal Documents

As in the past, a summary of agreements/contracts/grants/legal documents presented for consideration will be required for review by the Committee to which a department would normally channel its request, i.e. Health Department to Human Services, Court related matters to Personnel/Judicial Committee, etc. **(Sample format for the summary to be used is attached.)** The areas of responsibility are reflected on the 2005 Committee Assignment designations. However, as has been past practice, all agreements/contracts/grants/legal documents must be presented to the Office of Corporation Counsel for review and approval before signing.

Following approval of the documents by the respective Committee and then full Board, the agreements/contracts/grants/legal documents will be routed to the non-County party for signature. The Chairman of the Board will continue to be the last Bay County official to sign the documents wherever possible to avoid problems in having paperwork returned to the County for filing. The original of all documents signed by the County is to be kept on file in the County Clerk's office and this process is handled by the Office of Corporation Counsel.

Keep in mind Committee deadlines which are included on the Board's monthly calendar. Allow enough time for submittal to the County Executive, Corporation Counsel, the Personnel Director and/or the Finance Officer. Items not reviewed by appropriate administrative staff will be routed back to the Department.

To Department/Division Heads: Please be sure to send copies of agenda materials to Michael Gray as previously requested.

Should you have any questions on the above, please don't hesitate to contact the Board Coordinator at 4121 at your convenience. We appreciate your cooperation and will provide any assistance necessary.

In an attempt to decrease the flow of paper and reduce costs, agenda, meeting notices and the Board's monthly calendar and agenda are sent via e-mail to all elected officials, department and division heads. No hard copies will be sent. Table copies of agenda are available for review prior to the Committee and/or Board meetings. Also, if there is an item of interest on an agenda, a copy of that item can be provided upon request.

We value your efforts to assist this office in expediting all requests submitted to the Committees for consideration and recommendation to the full Board.

SAMPLE LETTER FORMAT
FOR PLACEMENT OF ITEMS
ON COMMITTEE AGENDA

To: Applicable Committee Chair

From: Elected Official/Department Head/Division Head/Agency

Date:

Subject:

Request: Outline request being made.

Background: Provide any background information which will explain request and assist in decision making process.

Finance/Economics: Provide detailed cost information and line item which will cover cost of item. If to fill a vacancy note if a budgeted position. If funds do not exist within budget provide source of funding.

Recommendation: Provide recommendation including authorization for the Board Chair to sign any required documents if needed.

Note: While brevity is appreciated, please include detailed information from which Commissioners can base their decision.

Please keep in mind that all requests to fill vacancies must be routed first to the Personnel Director. The Personnel Director will review and place on Personnel/Judicial Committee agenda.

All requests for funding/appropriations/budget adjustments should be routed first to Finance Director for review and confirmation of budget status.

All contracts/legal documents should be routed first to Corporation Counsel for review prior to applicable Committee meeting.

As in the past, department/division heads are to send copies of agenda materials to Michael Gray, Director of Administrative Services.